

# Logistics Workforce Training Schedule

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Upcoming Logistics Training Schedule

Dear [Employee Name],

We are pleased to announce the upcoming training sessions for our logistics workforce. Below is the schedule:

Date	Time	Topic	Location
[Date 1]	[Time 1]	[Topic 1]	[Location 1]
[Date 2]	[Time 2]	[Topic 2]	[Location 2]
[Date 3]	[Time 3]	[Topic 3]	[Location 3]

Please ensure your attendance at these sessions as they are vital for your development within the logistics team.

If you have any questions or require further information, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]